

CITY OF TEMPE
TELEPHONE REFERENCE CHECK

Applicant Name:

Position Title:

Start your reference check with a conversation such as: "Ms. Former Supervisor, my name is Mike Interviewer with the City of Tempe. I would like to verify the employment of _____ (applicant) _____."

Verification of Employment Information Listed on Application:

Employer		Name of Contact	
Employed from	to	Contact's Title	Employee's Job Title

Essential Job Duties:

Reason for Leaving:

Describe the essential duties of the position you are hiring for and ask whether or not he/she believes the person would be a good fit for the position.

Work Quality

"Was s/he able to meet the attendance requirements of your organization?" ☐ Yes ☐ No

Comments:

"In your opinion, does this person work best autonomously or in a team environment?" ☐ Alone ☐ Team

Comments:

"Did s/he get along well with others?" ☐ Yes ☐ No

Comments:

"What is your overall evaluation of him/her as an employee?"

"Would you rehire?" ☐ Yes ☐ No

Comments:

Other comments:

Thank you for your time. You have been very helpful.

Interviewer's Signature

Job Title

Date